



REQUEST TO UPDATE PROPERTY DATA FOR TAX CLASS 1 HOMES

NYC Department of Finance, Property Division, Attn: Assessment Review, 66 John Street, 12th Floor, New York, NY 10038

We recommend that you submit this form online at: nyc.gov/finance under "Assessments". Click on "Challenge your Assessment". Online forms are processed quickly and you receive a confirmation receipt for your records. If you do not have access to a computer, please follow the instructions below.

INSTRUCTIONS: This Request to Update Property Data is only for owners of one-, two-, three-family homes. Please fill out this form clearly and completely. All fields marked with an asterisk\* are required. The deadline for filing this form is April 2, 2018.

SECTION I - GENERAL INFORMATION

I am the: [ ] OWNER [ ] REPRESENTATIVE

PROPERTY INFORMATION

Form with fields: Borough\*, Block\*, Lot\*, Easement, Building Class, Tax Class, Street Number\*, Street Name\*, Apartment Number

OWNER INFORMATION

Form with fields: First Name, MI, Last Name, Company Name

CONTACT INFORMATION

Form with fields: First Name\*, MI, Last Name\*, Company Name, Street Number\*, Street Name\*, Apartment Number, City\*, State\*, Zip Code\*, Telephone Number\*, E-mail Address\*

SECTION II - GENERAL PROPERTY INFORMATION

Only complete updates for items that have changed or if you disagree with the information provided on the latest Notice of Property Value NOPV.

Table with 4 columns: DESCRIPTIVE PROPERTY DATA, REQUESTED UPDATE, DESCRIPTIVE PROPERTY DATA, REQUESTED UPDATE. Rows 1-23 listing property details like Building Frontage, Lot Square Footage, etc.

Comments: \_\_\_\_\_

CERTIFICATION section with text: I hereby certify that I am the owner or other person responsible for the payment of taxes... and signature/PRINT NAME/DATE lines.

## INSTRUCTIONS

**Reason to File this Form.** Use this form to request an update of the descriptive data contained in the annual Notice of Property Value (NOPV). Only submit items that have changed or if you disagree with the information provided on the latest NOPV. Write changes in the "Requested Update" column. Note: Changes in data may affect Finance's estimate of your property's market value although they might not affect the assessed value on which your taxes are calculated.

**Filing Deadline - April 2, 2018**

**We recommend that you submit this form online at:**

nyc.gov/finance under "Assessments". Click on "Challenge your Assessment" otherwise mail this form, along with a copy of your annual Notice of Property Value, to the NYC Department of Finance, Property Division, 66 John Street, 12th Floor, New York, NY 10038.

### Definitions of Property Data:

1. **Building Frontage** - the length of the building front, measured in feet.
2. **Building Depth** - the length of the building (in feet) measured from the front to the back.
3. **Story Height** - the number of above-ground floors (in feet) measured, from ground to roof.
4. **Living Area Square Footage** - the total # of square feet designated for residential use.
5. **Commercial Square Footage** - the total finished area designated for commercial use (e.g., office, retail, storage, loft, factory, etc).
6. **Finished Square Footage** - the total square footage of finished (i.e., insulated and drywalled) area in the property, including all full stories, finished partial stories, and finished basement living area.
7. **Unfinished Square Footage** - non-insulated, non-drywalled or partitioned areas.
8. **Garage Type** - A codes which indicates the type of garage located in or attached to the structure. Submit one of the following codes on the line item:
  1. Attached Garage – A garage is attached to the main dwelling, and has no living area above.
  2. Built In Garage – A garage is enclosed within the dwelling and has finished living area above
  3. Basement Garage – Part of the dwelling's basement is garage space, usually with some finished living area above.
  4. Attached Carport – A carport is attached to the main dwelling
  5. Multiple – More than one type of automobile shelter is present
9. **Garage Square Footage** - the total square footage designated for the storage of 1 or more automobiles.
10. **Basement Type** - Submit one of the following codes on the line item: 1 - None 2 - Crawl 4 - Full
11. **Basement Grade** - Indicates whether or not basement space exists and, if so, whether or not the basement may be comparable in quality to the upper floors of the dwelling. Submit one of the following codes on the line item:
  1. None – the building has no basement
  2. Above Grade – The basement walls are at least 4 feet high on at least two sides of the building. All basements in brownstones are "above grade" as are those in high ranches and split-levels. By definition the basement level of attached row houses must be "above grade". A fully exposed basement garage door does not, in itself, satisfy criteria for "Above Grade" basement.
  3. Below Grade – The basement walls are fully submerged or are exposed to a height less than 4 feet on at least three sides.
13. **Lot Square Footage** - the frontage of the land multiplied by the depth of the land.
14. **Year Built** - the year building construction began.
15. **Style** - Brownstone, Bungalow, Cape Cod, Colonial, Condominium, Conventional, High Ranch, Old Style, Ranch, Row, Split Level, Townhouse, Tudor, or Other/Unique.
16. **Construction Type** - Frame, Brick, Cinder Block, Stone, Cinderblock and Brick, or Other.
17. **Proximity** - Describes the physical relationship of the structure to the neighboring structures. Submit one of the following codes on the line item:
  1. Freestanding – The building is not structurally joined to or abutting another building and has observable area surrounding the entire building
  2. One-Side Abutted – The building is structurally self-contained, having its own separate walls, and is built directly against (abuts) a neighboring building on one side.
  3. Two-Side Abutted - The building is structurally self-contained, having its own separate walls, and it abuts neighboring buildings on two sides.
  4. Attached – The building shares a common wall with a neighboring building on two sides.
  5. Semi-Attached – The building shares a common wall with a neighboring building on one side.
  6. Attached/Abutted – The building shares a common wall with a neighboring building on one side and is structurally self-contained, having its own separate wall built directly against a neighboring building on another side.
18. **Exterior Wall** - Aluminum/Vinyl, Artificial Masonry, Combination, Composition, Expensive Wood, Wood, Expensive Masonry, Masonry or Stucco.
19. **Exterior Condition** - Excellent, Good, High Average, Average, Low Average or Poor.
20. **Number of Commercial Units** - the total number of units used for commercial use.
21. **Number of Residential Units** - the total number of units used for residential use.
22. **Tax Classification** - State law requires that Finance assign every property to one of four tax classes:
  - Class 1:** Includes most residential property of up to three units (one-, two-, and three-family homes and small stores or offices with one or two apartments attached), and most condominiums that are not more than three stories.
  - Class 2:** Includes all other property that is primarily residential, such as cooperatives and condominiums.
  - Class 3:** Includes property with equipment owned by a utility company.
  - Class 4:** Includes all commercial or industrial property, such as office or factory buildings.
23. **Building Classification** - A 2 character code, which categorizes property by use; the best description for the overall use of the property. Valid codes can be found at: <http://www1.nyc.gov/assets/finance/jump/hlpbldgcode.html>.